



# CITY OF HOUSTON

## Job Posting

TN

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

MECHANIC I

Posting Number

PN# 112007

Department

Department of Public Works & Engineering

Division

Right-of Way & Fleet Maintenance Division

Section

Fleet Services Branch

Reporting Location

Various

Workdays & Hours

Various\*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs general and preventative maintenance and body repair to City vehicles. All assignments are presented with detailed instructions before beginning the project. Repairs and replaces defective and worn parts in City vehicles, e.g. starters, alternators, brakes, batteries, belts, hoses and tires; performs minor electrical work. Performs preventative maintenance functions including replacing oil and oil filters and performing engine tune-ups to engines. Performs simple bodywork and paints damaged sections of the automobile. Cleans and maintains equipment and shop tools. Performs housekeeping duties. Assists with various projects as requested. Must furnish own hand tools.

**WORKING CONDITIONS**

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a high school diploma or a GED certificate. May require up to 18 months of vocational education/training in automotive maintenance or repair (i.e., NIASE).

**MINIMUM EXPERIENCE REQUIREMENTS**

One (1) year of automotive maintenance and repair experience is required.

**MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

**PREFERENCES**

Preference will be given to those with automotive certifications and ASE Certifications.

**SELECTION/SKILLS TESTS REQUIRE**

None

However, the Department may administer a skill assessment evaluation.

**SAFETY IMPACT POSITION**

☒ Yes

No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

**Salary Range - Pay Grade 11**

\$755 - \$1051 Biweekly \$19,630 - \$27,326 Annually

**OPENING DATE**

July 19, 2006

**CLOSING DATE**

Open Until Filled

**APPLICATION PROCEDURES**

Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> Floor. For application status inquiries, please call (713) 837-7521. TDD phone line number (713) 837-9471. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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